US FEDERAL CONTRACT
User Guide

US FEDERAL CONTRACT

DXC Technology

Version 1.1

Contents

1 Finding a Program

Home screen has list of programs grouped by recent actions
1. Name of the program
2. Date when the program was last updated
3. Navigate to the program

1.1 Recently updated program

1.2 Recently created program

1.3 Recently viewed program

1.4 Searching a program by attributes

There is an Advance section in Home and Filters in Program Tab that helps you input different attributes to search from.

1.4.1 Advance Search in Home

1. Program Name- This filter is selected by default; you can deselect it.
2. Use this to add more filters.
3. Newly added filter.
4. Apply – to fetch the results based on applied filters.
5. Clear –to reset values of filters.

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1.4.2   Filters in Programs Tab

1. Default filter.
2. Use it to add more filters.
3. Additional unselected filter.
4. Another selected filter.
5. Apply – button to go to results.
6. Clear - to reset values of filters.

1.4.3   Program Search in Menu Bar

These may result in a list of programs as shown below. If the result is a single program you will be taken to it directly.

1. Name of program
2. If you click on any program it will show details of that **program's**

2   Attributes of a Program

A **program's** details have been segregated into following 8 tabs

2.1.1   General Tab

Its fields are grouped into following sub-sections

General Information

1. Auto generated program number
2. The program name
3. Phase

Summary Information

1. RFP#
2. Letter Contract #
3. Prime Contract #
4. Contract Id#
5. Role
6. Subcontract #

Contract Types

It can take multiple values

Primary Place of Performances

It can take multiple places

Award Basis

Can be one of Discretionary, None, Required

Service Offerings

Can be one of the service offerings

Corporate Identifier

1. One of the CAGE Codes
2. Corporate DUNS attached with CAGE code
3. One of the Corporate Location

Renewal

1. Date of Current Term Expiration
2. Due date of Next notice of intent
3. Day[s] of notice required for valid exercise

Dates

1. Award Date
2. Maximum Term Start Date
3. Maximum Term End Date
4. Base Period Start Date
5. Base Period End Date

Option Periods

1. Number
2. Start Date
3. End Date

Procurement Regulations

1. Regulation
   • FAR
   • NASA
   • DFARS
   • Other
2. Notes

Owners

1. Owners
2. Type

2.1.2   Financials Tab

Its fields are grouped into following sub-sections

Financial Control data

1. Responsibility Centre

Payment Information

1. Payment office
2. Special Billing Provisions

Mechanics

1. Authorized Users
2. Contract Ordering
   • Centralized
   • Decentralized
   • General

   • INS

Financial

1. Original Estimated Lifecycle Contract Value
2. Current Estimated Lifecycle Contract Value
3. Current Obligated Funds

2.1.3 History & Contract Mods Tab

Its fields are grouped into following sub-sections

History

1. Date
2. Last Modified By
3. Description

Show Cause/ Cure Notice

1. Show Cause / Cure Notice
2. Show Cause / Cure Notice Date
3. Actions

Contract Mods

1. Name - Which contains list of contract mods
2. If user click on any name, then user will get the detail

2.1.4 Terms & Conditions Tab

It shows list of terms and conditions

2.1.5 Affiliations Tab

It shows list of program underlined affiliated with the program

2.1.6 Contacts Tab

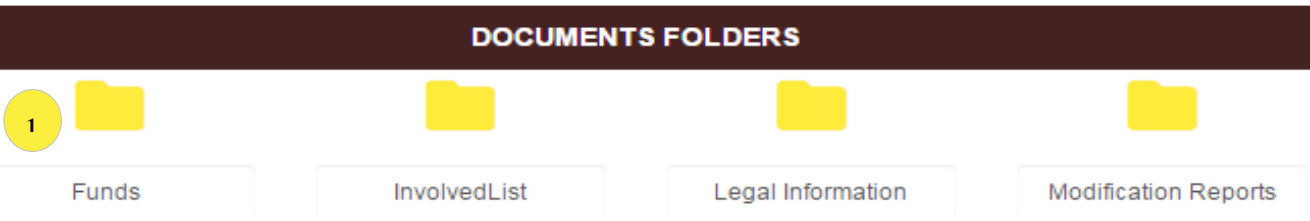It shows list of contacts associated with the program. User can click on any contact to view details of that contact

2.1.7 Orders Tab

It shows list of orders with following columns
1. Orders Name
2. Type
3. Effective Date

2.1.8 Documents Tab

It shows files organized into folders

1. Folder

1. Name
2. Size
3. Type
4. Time
5. Date

2.2 Downloading a Program

A program can be downloaded in pdf format. Use the Print button to download it.

Format 1 Program details

3   Attributes of an order

3.1   Sections

An **order's** attributes are organized into sections

Details

1. Orders Name
2. Scope
3. Order Type
4. Effective Date
5. Pop From
6. Pop To
7. Proposal date
8. Resp Center
9. Customer
10. Description

Financials

1. Fixed Price Cumulative
2. Cost Cumulative
3. fee Cumulative
4. Total Cumulative
5. Obligated Amount
6. Limit of Funds Amount
7. Limit of Funds Notification
8. Limit of Funds Percentage

Decentralized Order

1. Payment Office
2. Contract Administrator
3. Contract Admin Backup

Contracting Officer

1. Name of Contracting Officer

Account Manager

1. Name of Account Manager

Security

1. Required
2. Security Requirement Notes

Modifications

1. Name – User can click on modification name to view the details of that modification.
2. Effective Date

3.2   Downloading an Order

An Order can be downloaded in pdf format using the Print button.

Order Name - 1398

Details

Order Type :	Cost Sharing		Scope :	Program management
Pop From :	Apr 26, 2017		Pop To :	Apr 27, 2017
Effective Date :	Apr 26, 2017		Resp Center :	test
Proposal Date :	Apr 19, 2017		Customer :	Michel Clark
Description :	Used for testing			

Financial

Fixed Price Cumulative :	$22,545,655.00		Cost Cumulative :	($4,454,567.00)
Fee Cumulative :	$456,456,787.00		Total Cumulative :	$474,547,875.00
Obligated Amount :	($44,545,678.00)			

Limits Of Funds

Amount :	$45,000.00		Notification :	Apr 27, 2017
Percentage(%) :	44			

Format 2 Order details pdf

3.3   Attributes of an Order Modification

The modification's attributes are organized into sections

Details

1. Orders Name
2. Scope
3. Order Type
4. Change Type
5. Pop From
6. Pop To
7. Proposal date
8. Effective Date
9. Back to list

Modification Financials

1. Fields
2. Amount

3. Adjustment

Modifications Changes Made

1. Add/ Change Funding Data
2. Administrative Change
3. Change Pop

4   Reports

4.1   Getting the financial report of a program

Step 1

User fill details of financial report then click on submit to get the result
1. Original Estimated Lifecycle Contract Value
2. Current Estimated Lifecycle Contract Value
3. Current Obligated Funds
4. Submit
5. Reset

Step 2

Report generate according to filters .
1. Original Estimated Lifecycle Contract Value
2. Program Name
3. Estimated Lifecycle Contract Value
4. Current Obligated Funds
5. Reset
6. Export

4.2   Getting the order modification report

Step 1

User fill details of order modification report then click on submit to get the result
1. Program
2. Order Names
3. Check box
4. Submit
5. Reset

User fill details of financial report then click on submit to get the result

Step 2

Report generate according to filters
1. Program
2. Order no.
3. Order modification Fields

Appendix

Values for Program Attributes

A. Advance Filter Options

1. Phase
2. Contract Type
3. Subcontract
4. Prime Contract
5. Program Number
6. Contract Id
7. RFP#

B. Program Phases

1. Active
2. Approved
3. Approved (Pending)
4. Cancelled
5. Cancelled (Pending)
6. Close
7. Close - Out
8. Closed
9. Contract Administration
10. Error
11. Inactive
12. Locked
13. Lost
14. Not Submitted
15. Open With IT
16. Open-OLD
17. Pending Approval
18. Pre-Proposal
19. Processed
20. Proposal
21. Re-Open
22. Rejected
23. rejected (Pending)
24. Reopen
25. Research Pending
26. Submitted

C. Contract Types in a Program

1. Time and Material
2. Level of efforts
3. Letter Contract
4. Labour hours
5. IDIQ
6. Fixed Unit Price
7. Fixed Price
8. Level of efforts
9. Firm Fixed with EPA
10. Firm Fixed Price
11. Firm fixed Incentives
12. Cost sharing
13. Cost reimbursable
14. cost plus incentive
15. Cost plus Fixed fees
16. Cost plus Award fees

D. Service Offerings in a Program

1. Applications Development & Mgt
2. Applications Maintenance
3. Asset Mgt and Maintenance
4. Business Continuity
5. Claims or Settlement Processing
6. Consulting
7. Desktop/Client Server
8. E Communities
9. Enterprise Customer Management
10. Health Care Finance Administration (HCFA)
11. Help Desk
12. Internet Solutions & Applications
13. Mainframe
14. Midrange
15. Procurement
16. Project Support
17. Telecommunications
18. Training and Education

E. Corporate CAGE Codes

1. 05HD8
2. 1U305
3. 0CVK8
4. 24612
5. 00MK8
6. TBD
7. 1D6O3
8. 4TJT0
9. 39500000

F. Corporate Locations

1. 5400 Legacy Drive, Plano, TX
2. 13600 EDS Drive, Herndon, VA
3. 225 Grandview Ave, Camp Hill, PA
4. 1600 North Beauregard Street, Alexandria, VA
5. 7900 Westpark Dr, T-600, McLean, VA
6. Falls Church, VA
7. 4646 Needmore Rd, P.O. Box 24593, Dayton, OH 45424
8. SafeGuard Services
9. NHIC

G. Affiliation Types

1. Default
2. is a third part
3. is an addendum
4. is a counter cl
5. is a consolidate
6. is consolidated
7. is a cross clai
8. is a master agr
9. is a master cas
10. is a related cl
11. is a related is
12. is the same iss
13. is subpoena for
14. is a cross refe
15. is an order und
16. is related to

H. Contact Types

1. Awarding agency
2. Govt. POC
3. Contractor
4. Payment Office

I. Terms and Conditions

1. Products
2. Financial
3. Performance
4. Security
5. Corp. Risk
6. Key Issues
7. Other
8. Unusual Terms/Conditions
9. Subcontracting
10. Key Personnel
11. Service Contract Act
12. No Hire/No Solicitation Clause
13. Other (Labor)
14. Buy American Act/Trade Agreement Act
15. New Materials Clause
16. Discounted Products/Technology Refreshments
17. Special Test Equipment Required
18. Customer Paying For Development of Product(s)
19. EDS Retains Ownership of Products
20. Other (Products)
21. Cost or Pricing Data Required
22. Defective Pricing Clause
23. Caps On Indirect Rates
24. FCCOM Allowed
25. Economic Price Adjustment Clause
26. FAR Penalty Clause (52.242-3)
27. Precontract or Cost Allowable Restrictions
28. Costs Specifically Unallowable By Contract Terms
29. Profit or Fee Provisions In The Contract
30. CAS Clauses (FARs 52.230-1 thru 52.230-6)
31. SEI/CCM Applicability
32. ISO 9000 Applicability
33. Warranty Provisions
34. Cancellation Provisions
35. Liquidated Damages
36. Government Property
37. Engineering Changes/Value Engineering Changes
38. Other (Performance)
39. Security Clearances
40. DD 254
41. Non-Publicity
42. Other (Security)
43. System Development With Fixed Or Capped Pricing
44. Customer With Credit Risk
45. Contractual Financial Performance Penalties
46. Payment Terms > 45 Days After The Month of Service
47. Pricing Adjustments Using Benchmarks, etc.
48. Most Favored Customer Provisions
49. Non-competition or Other Exclusivity Provisions
50. Economic and Monetary Union (EMU) Compliance
51. Year 2000 Compliance
52. Costing Based On Non-Std Infrastructure Charges
53. Media Release Restrictions
54. Rights in Technical Data/Computer SW
55. Incorporation of Sections K, L and/or M
56. Commercial Terms and Conditions
57. Corporate Agreements Applicable
58. FOIA Copies Required
59. Show Cause Provision
60. Cure Notice Provision
61. Other (Key Issues)
62. Truth in Negotiations Act (TINA)
63. Cost Sharing (Identify Terms of Arrangement)
64. Level of Effort (Identify Limitations)
65. Overtime Restrictions (FAR 52.222-2)
66. Restrictions or Special Regts For Subcontracts
67. Other Special Provisions/Limitations
68. Restrictions on Subcontracting
69. Notification and/or Consent Requirements
70. Subcontracting Plan Required
71. Subcontracting Plan Not Required
72. List of Subcontractors
73. Organizational Conflict of Interest Potential
74. TINA-FAR 52.215-10
75. TINA-FAR 52.215-11
76. TINA-FAR 52.215-12
77. TINA-FAR 52.215-13
78. Labor
79. Key Personnel
80. Service Contract Act
81. No Hire/No Solicitation Clause
82. Other (Labor)
83. CAS Clauses FAR 52.230-5
84. CAS Clauses FAR 52.230-4
85. CAS Clauses FAR 52.230-6
86. CAS Clauses FAR 52.230-1
87. CAS Clauses FAR 52.230-2
88. CAS Clauses FAR 52.230-3

Values for Order Attributes

J. Order Scope

1. TBD
2. Certification and Deployment Procedures
3. Year 2000 efforts
4. Product Delivery
5. Telecommunication
6. Cable installation
7. Program/facilities modernization
8. Infrastructure Services
9. Installation
10. Logistics
11. Loan processing/management systems
12. Information Assurance
13. Hardware
14. Consulting services
15. Center outsourcing
16. Site surveys and/or design
17. Network management
18. Personnel systems
19. Seat Management
20. Integrated Data Environment (IDE)
21. Software
22. Facilities management
23. Emergency Management
24. Outsourcing
25. Systems engineering
26. Medical information systems
27. Intel
28. Intranet/Internet design and/or management
29. Hardware/Software
30. Data processing
31. Distance Learning
32. Warranty and maintenance
33. Training
34. Intranet/Internet/Web design and/or management
35. Program management
36. Call center/help desk
37. Software development

K. Order Type

1. Fixed Unit Price
2. Cost Plus Incentive
3. Level of Effort
4. Time and Materials
5. Cost Reimbursable
6. Firm Fixed Price
7. Cost Plus Fixed Fee
8. Fixed Price, Level-Of-Effort
9. Letter Contract
10. Firm Fixed Incentive
11. Firm Fixed with EPA
12. Cost Plus Award Fee
13. Cost Sharing
14. IDIQ
15. Labor Hour